



INDIVIDUAL CONSULTANTS REQUIRED FOR SHORT TERM CONSULTANCY

Health Information & Service Delivery Unit, Primary & Secondary Healthcare Department, Government of Punjab intends to hire services of individual consultants on short term consultancy, against the work, qualification and experience as mentioned below:-

The department has planned to augment Computerization of Primary & Secondary Healthcare Department through Health Information & Service Delivery Unit (HISDU). The main objective of the project is automation and integration of routine work of the department. Under this project automation of the department with customized software/database design will be done. This exercise will be completed by introducing Information, Communication and Technology (ICT) tools in all areas.

Health Information & Service Delivery Unit requires support of following individuals:

Sr. No.	Nature of Consultancy & Total Position	Eligibility Criteria
1.	Consultant Office Coordinator (03)	<ul style="list-style-type: none"> Must be Graduate from HEC recognized university.
2.	Consultant M&E (01)	<ul style="list-style-type: none"> Master's Degree/B.Sc. (Hons) / (16 Years education) from HEC recognized university.
3.	Consultant Marketing & Communication (01)	<ul style="list-style-type: none"> M.A / M.Sc. / BS (Hons) / B.Sc. in Marketing, /(16 Years education) Social Media, Mass Communication or equivalent from HEC recognized University / Institution
4.	Consultant C&C, North, Central, South (03)	<ul style="list-style-type: none"> Must be graduate from any HEC recognized university/institute.
5.	Consultant C&C Report (01)	<ul style="list-style-type: none"> Must be Graduate in MSCS / MCS / MIT / BSCS (Hons.) / BSSE (Hons)/BSc. (Hons.)Electrical Engineering/ BS(IT) (Hons.)/BS Telecom & Networks (Hons.), or equivalent qualification from any HEC recognized University.
6.	Consultant System/Database Administrator (01)	<ul style="list-style-type: none"> Must be Graduate in MSCS / MCS / MIT / BSCS (Hons.) / BSSE (Hons)/BSc. (Hons.)Electrical Engineering/ BS(IT) (Hons.)/BS Telecom & Networks (Hons.), or equivalent qualification from any HEC recognized University. Note: Oracle Certification, CCNA will be given an added advantage.
7.	Consultant Network Support Officer (02)	<ul style="list-style-type: none"> Must be Graduate preferably in B.Com (IT), BSCS (Hons.), BS (IT) (Hons.), BSc (2 years), MCS (Hons), MIT from HEC recognized university.
8.	Consultant System Network Administrator (01)	<ul style="list-style-type: none"> Must be Graduate in MSCS / MCS / MIT / BSCS (Hons.) / BSSE (Hons)/BSc. (Hons.)Electrical Engineering/ BS(IT) (Hons.)/BS Telecom & Networks (Hons.), or equivalent qualification preferably in MSc Telecom & Networks (Hons.)/MPhil (CS)/ MS (IT)/ 18 years education from any HEC recognized University.
9.	Consultant Software Developer (MSS) (01)	<ul style="list-style-type: none"> MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University.
10.	Consultant Software Developer (Prequalification Of Drugs Information System) (01)	<ul style="list-style-type: none"> Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.

11.	Consultant Software Developer (EMC,MLC,FTS) (03)	
12.	Consultant Software Developer (EPI Supervisory Supportive System) (01)	
13.	Consultant Software Developer (HRMIS) (01)	
14.	Consultant Software Developer (EMR) (01)	
15.	Consultant Software Developer (TBCP-EMR) (01)	
16.	Consultant Software Developer (HNCCT PHP App & Web Portal) (01)	
17.	Consultant Software Developer (Inventory Management System & Quotation Based System) (01)	
18.	Consultant Software Developer (Hepatitis EMR) (01)	<ul style="list-style-type: none"> • MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development.
19.	Consultant Software Developer (Disease Surveillance System) (01)	
20.	Consultant Software Developer (EMR LHV, LHW Khandan Registration App, Verbal autopsy & IRMNCH Official Website) (01)	
21.	Consultant Software Developer (Testing Laboratory System) (01)	
22.	Consultant Software Developer (Biometric Attendance System) (01)	
23.	Consultant Software Quality Assurance (01)	
24.	Consultant Software Developer (Dengue Tracking System) (01)	
25.	Consultant Software Developer (IRMNCH-EMR) (01)	
26.	Consultant Software Developer (TBCP-M&E and Notifiable System) (01)	
27.	Consultant Software Developer (Telemedicine) (01)	
28.	Consultant Mobile Application Developer (02)	<ul style="list-style-type: none"> • MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University.
29.	Consultant Software Developer (Drug Inspection Monitoring and Evaluation) (01)	<ul style="list-style-type: none"> • MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development
30.	Consultant Software Developer (VPD, Surveillance And Response System) (01)	
31.	Consultant Software Developer (E-VACCS Training System) (01)	
32.	Consultant Software Developer (LHS-Reporting and Monitoring) (01)	

33.	Consultant Software Developer (FP Referral Dash Board) (01)	<ul style="list-style-type: none"> • MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University.
34.	Consultant Software Developer (Drug Addiction (MIS)) (01)	<ul style="list-style-type: none"> • Must have good knowledge of SQL Server, ASP.Net or PHP, C # based software / web application development
35.	Consultant Graphic Designer (01)	<ul style="list-style-type: none"> • MSCS / MCS / MIT / BSCS (Hons) / BSSE (Hons)/B.Sc (Hons) Electrical Engineering/ BS (IT) (Hons)/BS Telecom & Networks (Hons) or equivalent qualification from any HEC recognized University. • Must have good knowledge of graphic designing, web designing, Adobe Photoshop, Adobe Illustrator, and Adobe after effects and scripting language.
36.	Consultant Accounts Officer (02)	<ul style="list-style-type: none"> • Must be Graduate from HEC recognized university.
37.	Consultant (MIMS) (01)	<ul style="list-style-type: none"> • MBBS from HEC recognized institution and registered with PMDC
38.	Consultant (Analysis & Reports) (01)	<ul style="list-style-type: none"> • Must be Graduate in any field of Science from HEC recognized university
39.	Consultant-Data Collection (02)	<ul style="list-style-type: none"> • M.Sc. / BS (Hons.) / B.Sc./ 16 years education preferably in Economics, Computer Science, Mathematics & Statistics, from any HEC recognized University / Institution
40.	Consultant Record Room (01)	<ul style="list-style-type: none"> • Must be Graduate from HEC recognized university.
41.	Consultant (Electrician) (01)	<ul style="list-style-type: none"> • DAE Electrical or Electronics Technology or equivalent from an HEC recognized University.
42.	Consultant (Communication Cell) (03)	<ul style="list-style-type: none"> • BS (H)/ B.Sc (H)/ M.Sc (2 Year)/ (16 Years education) in communication studies or equivalent qualification from an HEC recognized university.

- The services of aforementioned individual consultants will be hired initially for the period till 31st December, 2020 through competitive process.
- Application Instruction
- The hiring/recruitments will be made strictly on merit basis in accordance with the rules and selection criteria.
- Detailed terms of Reference (TORs), experience detail and application forms are attached and available at www.pshealth.punjab.gov.pk/jobs
- Only shortlisted candidates will be called for interview.
- No TA/DA shall be admissible for appearing in the interview.
- Consultancy Fee is Negotiable
- The application should clearly written the Nature of Consultancy applied for on one side of envelope along with Curriculum Vitae (CV), 01 passport size photograph and attested copies of all relevant documents, Copy of domicile, CNIC/Certificates/Degree.
- Late and incomplete applications will not be entertained
- The interested individual consultants having expertise in above mentioned fields may submit their CV along with supporting documents in the office of the Project Director Health Information & Service Delivery Unit (HISDU), Primary & Secondary Healthcare Department, 1-Birdwood Road, Lahore till 23rd June, 2020 before 5:00 PM. Interviews for individual consultancy will be conducted on 24th June, 2020 at 10:00 AM.

Project Director

Health Information & Service Delivery Unit,
Primary & Secondary Healthcare Department
Phone No. 042-99202032

Job Description/Terms of Reference/Qualification requirements for Consultant

1. Consultant Office Coordinator

Experience: Minimum 3 years experience in relevant field.

Detailed Term of Reference (TORs)

- Scrutinize the documents of candidates
- Processing NTS result for departmental threshold
- Entering qualification marks
- Preparation of marking sheets
- Make sheets to define threshold
- Complete all the required documentation of candidates.
- Any other relevant or assigned task as may be required from time to time.

2. Consultant Monitoring & Evaluation

Experience: Minimum 1 year experience in any public sector organizations

Detailed Term of Reference (TORs)

- Carry out a detailed study and review of the existing organizational practices and identify gaps and capacity weaknesses compared to best practices in health sector
- Carry out a detailed research on existing system by desk review and site visits.
- Based on the review, propose and present policies and procedures in the form of SOPs.
- Identify needs for monitoring and evaluation to ensure effective and timely completion of tasks within the organization
- Assist different wings of the organization to devise internal mechanisms and SOPs to ensure compliance of timelines
- Conduct research on relevant international best practices
- Development, communication and assistance in implementation of policies with focus on key priority areas as outlined by the competent authority
- Development of proposals and a change Plan for the improvement of existing organizational practices and procedures especially in the priority areas identified.
- Consultation with stakeholders on draft proposals, including presentations to management and staff, and incorporation of feedback on the same

3. Consultant Marketing & Communication

Experience: Minimum 1 year Experience in any reputed organization

Detailed Term of Reference (TORs)

- Identifying problems with existing digital assets of the department
- Providing recommendations for optimizing them including website and social media
- Evaluation of HISDUs target audience to identify how best to utilize social media presence
- Increase awareness, reach, engagement, traffic and app downloads
- Assessing current digital strategy and making recommendations for said digital assets, to improve performance
- Implementation of strategy to achieve goals and targets
- Creation and dissemination of engaging graphic and written content in the form of social media content, web page content, newsletters.
- Implementation of effective planning, creation and scheduling of content
- Monitoring community on social media, and ensuring effective communication with our audience, to retain existing and attract new audience.

4. Consultant Command & Command Room (North, South, Central)

Experience: Minimum 06 months experience in any reputed organization.

Detailed Term of Reference (TORs)

- Responsible for surveillance of North, Central, South divisions, preparing reports as per the key performance indicators outlined
- Updating pro forma reports daily (CCTV and Fibre deployment), in liaison with the on ground team in the respective districts

- High Risk Sampling pro forma collected on daily basis
- Healthcare worker pro forma collected on a daily basis
- Updating results on Covid19 portal daily and working with the team to reach daily target
- Responsible for completion of any special task assigned to the team

5. Consultant C&C (Reports)

Experience: Minimum 06 months experience in any reputed organization.

Detailed Term of Reference (TORs)

- Responsible for surveillance of Lahore, Bahawalpur, Rawalpindi division in the evening shift
- Preparing reports as per the key performance indicators outlined for each assigned division
- Updating results on Covid19 portal daily and working with the team to reach daily target
- Responsible for completion of any special task assigned
- Coordination with network team in case of troubleshooting issues
- Call to IT officers/coordinating with IT officers of DHQs and THQs for CCTV online/offline
- Keeping up to date about the setting of CCTV cameras

6. Consultant System/Database Administrator

Experience: 2 years' experience in LAN / WAN Network troubleshooting with hands on experience in Oracle, MySQL, SQL and CISCO switches & routers in a reputable organization.

Detailed Term of Reference (TORs)

- Host application on IIS Windows Server 2016, Apache, XAMMP, WAMP according to the requirement of developer and make it live.
- Maintain and administer computer networks and related computing environments.
- Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
- Deploy and manage SQL Datacenter Server 2012, 2014, 2016.
- Deploy and manage Oracle Database and Linux Server.
- In case of any problem troubleshoot hosted apps and solve the issue.
- Establishing the needs of users and monitoring Database user access and security.
- Monitoring performance and managing parameters to provide fast responses to front and users.
- Installation and configuration of standalone servers and virtualizations using EXSI for applications and Databases.
- Monitor and performance tuning of databases on windows server 2014 Datacenter and Oracle Database.
- Taking Backups on daily basis and save them on Ext Drive.
- Make sure all application and database servers working smooth and systematic.
- Manage all department's Bio-Metric machines and fetch attendance record on daily behalf also backup all of these databases.

7. Consultant Network Support Officer)

Experience: 3 years' experience in LAN / WAN Network troubleshooting with hands on experience in CISCO switches & routers in a reputable organization.

Detailed Term of Reference (TORs)

- Installing new software
- Installing new hardware (servers, printers, computer workstations, etc.)
- Setting up user accounts, permissions and passwords
- Overseeing security of all systems, especially the internet, and installing antivirus protection.
- Secure network systems by establishing and enforcing policies, and defining and monitoring access
- support and administer firewall environments in line with IT security policy
- Fixing network faults
- Network maintenance
- Technical support for people using the network
- Training staff on new systems
- Day to day admin and monitoring of network use

- Planning future improvements, suggesting IT solutions to department problems
- Making sure all IT meets department standards
- Supervising helpdesk staff
- Monitor and evaluate CCTV storage and make sure the connectivity of cameras.

8. Consultant System Network Administrator

Experience: 3 years' experience in LAN / WAN Network troubleshooting with hands on experience in CISCO switches & routers in a reputable organization.

Detailed Term of Reference (TORs)

- Diagnose hardware and software problems, and replace defective components
- Perform data backups and disaster recovery operations
- Maintain and administer computer networks and related computing environments, including
- Plan, coordinate, and implement network security measures in order to protect data, software, and hardware
- Operate master consoles In order to monitor the performance of computer systems and networks, and to coordinate computer network access
- Perform routine network startup and shutdown procedures, and maintain control records
- Design, configure, and test computer hardware, networking software and operating system software
- Surveillance of fire alarm system and its maintenance
- Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes
- Monitor network performance in order to determine whether adjustments need to be made, and to determine where changes will need to be made in the future
- Confer with network users about how to solve existing system problems
- Install and support LANs, WANs, and network segments. Internet, and Intranet systems
- Monitor wireless access points to ensure wireless networks in operation
- Evaluate and modify system's performance by implementing anti-virus , PF sense software
- Determine network and system requirements
- Maintain integrity of the network, server deployment, and security
- Ensure network connectivity throughout a company's LAN/WAN Infrastructure is on *par* with technical considerations
- Assign routing protocols and routing table configuration
- Assign configuration of authentication and authorization of directory services
- Maintain network facilities in Individual machines, such as drivers and settings of personal computers as well as printers
- Maintain network servers such as file servers, VPN gateways, and intrusion detection systems
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches Perform other related duties as required during working hours

9. Consultant Software Developer (MSS)

Experience: 02 years professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses

- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

10. Consultant Software Developer (Prequalification Of Drugs Information System)

Experience: Minimum 01 year experience in relevant field

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

11. Consultant Software Developer(EMC,MLC,FTS)

Experience: 02 Years professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

12. Consultant Software Developer(Expanded Program on Immunization (EPI) Supervisory Supportive System)

Experience: 03 years professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

13. Consultant Software Developer Human Resource Management Information System (HRMIS)

Experience: 02 years professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

14. Consultant Software Developer(EMR)

Experience: 01 years professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

15. Consultant Software Developer (TBCP-EMR)

Experience:

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.

16. Consultant Software Developer (HNCCT PHP App &Web Portal)

Experience: 01 years professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases

- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.
- Conferring with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.
- Identifying problems uncovered by customer feedback and testing, and correcting or referring problems to appropriate personnel for correction.
- Constant communication with other colleagues in the business to develop and deploy their content – and ensuring there is a clear establishment of what can be created within what timeframe.

17. Consultant Software Developer-Inventory Management System & Quotation Based System

Experience: 01 year professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.

18. Consultant Software Developer(Hepatitis EMR)

Experience: 01 year professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.

19. Consultant Software Developer (Disease Surveillance System)

Experience: 03 year professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.

- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.

20. Consultant Software Developer(EMR LHV,LHW Khandan Registration App, Verbal autopsy & IRMNCH Official Website)

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.

21. Consultant Software Developer(Testing Laboratory System)

Experience: 05 years professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.
- Conferring with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.
- Identifying problems uncovered by customer feedback and testing, and correcting or referring problems to appropriate personnel for correction.
- Constant communication with other colleagues in the business to develop and deploy their content – and ensuring there is a clear establishment of what can be created within what timeframe.

22. Consultant Software Developer (Biometric Attendance System)

Experience: 04 years professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.

23. Consultant Software (Quality Assurance)

Experience: 02 years professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Review requirements, specifications, and technical design documents.
- Create test plans and test cases.
- Identify and track bugs.
- Perform thorough regression testing when bugs are resolved.
- Stay up-to-date with new testing tools and test strategies.
- Perform and document risk analysis.
- Record test progress and results.
- Review user interfaces for consistency and functionality.
- Identify, isolate, and track bugs throughout testing.

24. Consultant Software Developer(Dengue Tracking System)

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.

25. Consultant Software Developer(IRMNCH-EMR)

Experience: 04 year professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.
- Conferring with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.
- Identifying problems uncovered by customer feedback and testing, and correcting or referring problems to appropriate personnel for correction.
- Constant communication with other colleagues in the business to develop and deploy their content – and ensuring there is a clear establishment of what can be created within what timeframe.

26. Consultant Software Developer (TBCP-M&E and Notifiable System)

Experience: 01 year professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases

- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.

27. Consultant Software Developer(Telemedicine)

Experience: 02 year professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Write well designed, testable, efficient code by using best software development practices.
- Create website layout/user interface by using standard HTML/CSS practices.
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs.
- Be responsible for maintaining, expanding, and scaling our site.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Troubleshoot website problems.
- Determining user needs by analyzing technical requirements.
- Work with graphics and other designers.
- Conferring with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.
- Identifying problems uncovered by customer feedback and testing, and correcting or referring problems to appropriate personnel for correction.
- Constant communication with other colleagues in the business to develop and deploy their content – and ensuring there is a clear establishment of what can be created within what timeframe.

28. Consultant Mobile Application Developer

Experience: 01 year professional experience In Mobile Application Development for Android, HTML, IOS (Apple).

Detailed Term of Reference (TORs)

- Mobile app developer lead the design, development and maintenance of Android and iPhone apps.
- The developer lead the entire app Lifecycle right from concept stage until delivery and post launch support
- Apps be mainly content based and integrated closely with the web sites
- Acting as lead iOS and Android developer
- Working closely with another mobile app developer leading the other platform development
- Deliver across the entire app life cycle -concept, design, build, deploy, test, release to app stores and support
- Working along the web developers to create and maintain a robust framework to support the apps
- Working with the front end developers to build the interface with focus on usability features
- Standardizing the platform and In some cases apps to deliver across multiple brands with minimal
- Explain technologies and solutions to technical and non-technical stakeholders
- Optimizing performance for the apps

29. Consultant Drug Inspection Monitoring & Evaluation (DIME)

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects

- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

30. Consultant Vaccine preventable disease (VPD), Surveillance & Response System

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
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- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

31. Consultant Child Vaccination Training System (E-VACCS)

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

32. Consultant Lady Health Supervisor(LHS) -Reporting & Monitoring

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running

- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

33. Consultant Family Planning (FP) Referral Dash Board

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

34. Consultant Drug Addiction Management Information System

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Developing existing programs by analyzing and identifying areas for modification
- Creating technical specifications and test plans
- Maintaining systems by monitoring and correcting software defects
- Writing and testing code and then refining and rewriting as necessary
- Testing the product in controlled, real situations before going live
- Maintaining the systems once they are up and running
- Researching designing and enhancing software program
- Testing new programs and fault finding
- Perform maintenance programming and correction of identified defects
- Create, documents, and implement unit test plans, scripts, and test harnesses
- Producing detailed specifications and writing the programmer codes
- Perform coding to written technical specifications
- Integrating existing software products and getting incompatible platforms to work together

35. Consultant Graphic Designer

Experience: 01 year professional experience in Software Development / Programming.

Detailed Term of Reference (TORs)

- Keeping abreast of emerging technologies in new media, particularly design programs such as Coral Draw, InDesign, QuarkXPress, FreeHand, Illustrator, Photoshop, 3ds Max, Acrobat, Director, Dreamweaver and Flash;
- Developing interactive design.
- Illustrates concept by designing rough layout of art and copy regarding arrangement size, type size and style, and related aesthetic concepts.
- Preparing rough drafts of material based on an agreed brief.
- Obtains approval of concept by submitting rough layout for approval.
- Reviewing final layouts and suggesting improvements if required.
- Prepares final layout by marking and pasting up finished copy and art.

- Working with organization briefing and advising them with regard to design style, format, print production and timescales.
- Developing concepts, graphics and layouts for product illustrations, company logos, and websites.
- Liaising with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality.
- Take the design "brief" to record requirements and organization needs.
- Schedule project implementation and define budget constraints.
- Work with a wide range of media and use graphic design updated software.
- Think creatively and develop new design concepts, graphics and layouts.
- Work as part of a team with copywriters, designers, stylists, executives etc.
- Ability to describe ideas in creative ways.
- Ability to pay attention to fine details and focus on completing a task (editing manuals, proofreading documents, checking for grammar and spelling errors.)
- Ability to work quickly to meet deadlines
- Determine which type of visual art will be best suited to produce desired visual effect and the most appropriate vehicle for communication.
- Develop the graphic elements that meet organization objectives.
- Estimate cost of material and time to complete graphic design.

36. Consultant Account Officer

Experience: 03 years of professional experience in a reputed organization.

Detailed Term of Reference (TORs)

- To handle Financial Accounts of Project
- Maintain Digital and physical records of invoices and contracts
- Identify new revenue prospects
- Working on per month salaries accounts of employees.
- Liaison with Accountant General Office & Finance Department.
- To Process & Maintain Records of Tenders Payments
- To maintain ledgers

37. Consultant Medicine Information Management System

Experience: 01 year professional experience in any public sector organization.

Detailed Term of Reference (TORs)

- Reviews and monitoring of Health Facilities Inventories.
- Monitoring of the medicines going to expire soon.
- Create and update Health Facilities accounts.
- Reviews the EPI visits fixed center, Fixed Session, Outreach Session and Cluster Form.
- Monitoring of the EPI Coverage Assessment.
- Compilation of EPI Checklist (Supportive Supervision)

38. Consultant Analysis & Reports

Experience: 01 year professional experience in any public sector organization.

Detailed Term of Reference (TORs)

- Developing Analyzing and Evaluating data of screenings at VCCT, Positive/negative results, treatment enrolled on daily basis for PACP.
- Evaluating data of HCV Positive/Negative, HCB Positive/Negative or HCV/HCB Positive/Negative from Lab Incharge HCP dashboard.
- Evaluating data for NCD Program of screenings and under diagnosis in NCD Clinics and Dental Clinics
- Evaluating development of integrated MIS for TB, PACP, NCDs and HCP for effective data collection.
- Responsibility for the monitoring, collection and analysis of data on gap areas for each vertical programme from time to time and further presentation of data to Deputy Secretary Vertical Programme.

- Efficient follow-up of Monitoring and Evaluation data for all Vertical Programmes and its presentation to Deputy Secretary Vertical Programme.
- Evaluating services and interventions made by each vertical programme.
- Providing all the updated information to the Deputy Secretary regarding the rollouts under Vertical programmes.
- Providing comprehensive review of the documents and reports available from international organizations, donor agencies and internal mechanisms regarding vertical programmes to the Deputy Secretary.
- Aiding in the development of plans and PC-1s in line with scope of vertical programmes that address public health concerns.

39. Consultant Data Collection

Experience: 02 year professional experience in any reputed organization.

Detailed Term of Reference (TORs)

- Designing ways of collecting survey and data.
- Quality checking and cleansing data.
- Interpreting statistical analysis for policy development, evaluation/monitoring, forecasting.
- Dealing with queries for a range of sub offices.
- Information requests.
- Developing statistical tools for future data collection.
- Identifying department's needs, specifying what data to be delivered, developing robust, timely methods to ensure data.
- Consulting with team and agreeing what data to collect and how it should be gathered.
- Collecting and analyzing the data.
- Interpreting the data and making sure that the right decisions are made based on the results.
- Monitoring data collected.
- Presenting results to senior managers, regulatory authorities.
- Advising policymakers on key decisions based on results

40. Consultant Record Room

Experience: 03 years of professional experience in a reputed organization.

Detailed Term of Reference (TORs)

- Handling of record and taking care of all the record of record section.
- Looking after of the entire record of the employees of P&SHD paramedical staff.
- To collect and receive files from the concerned sections as well as putting those files back to designated place.
- To maintain the wholeness of records and record room.
- To maintain the neatness and cleanliness of workplace environment for keeping the safeguard of record.
- To handle the pressure of department time to time for the balancing of workload increased by various sections of department.

41. Consultant Electrician

Experience: 05 years of professional experience in a reputed organization.

Detailed Term of Reference (TORs)

- Keeping all the generator operations active.
- Checking of ATS Panels of all generators.
- Keeping the balance of load of UPS and generators.
- Maintenance and service of UPS and generators in time.
- Performing the task of new electrical wiring designs and old wiring repair and maintenance.
- Checking and maintenance of Air-Conditioner Units.
- Operationalization of LED Units.
- Monitoring and Operationalization of all electrical equipment.

42. Consultant (Communication Cell)

Experience: Preferably experienced however fresh candidates are also encouraged to apply.

Detailed Term of Reference (TORs)

- Maintaining focus on system goals and ensuring all stakeholders understand how their work relates to the overall strategy and the relevant performance indicators
- Communicating with the Secretary P&SHC, regularly and as needed, to provide progress toward goals, issues, and potential risks
- Communicating with Department leaders, regularly and as needed, to provide support and reinforce accountability for specific goals and targets
- Coordinating meetings and communication, regularly scheduled and as needed, to facilitate problem-solving and collaboration
- Identifying emerging problems and potential roadblocks and providing recommendations for resolution
- Gathering, analyzing and providing data to stakeholders
- Monitoring development and implementation of delivery plans
- Developing, cultivating and managing relationships with Department leadership team and others throughout the system to ensure successful implementation of delivery
- Ensuring that all key stakeholders are communicated with and kept fully informed on key developments and progress toward goals
- Articulating and reinforcing the delivery message throughout the Department